

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDI (Hqs.)		STAT
SAFES			TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)	(-) 2	8	-- 80.0	Sq Ft
2 Drawer (free standing)	(+) 5	26	260.0	"
4 Drawer (correspondence)	(+) 11	97	970.0	"
5 Drawer (correspondence)	(-) 10	17	170.0	"
All purpose (with doors)				
Map and Plan File				
Kardex (<u>17</u> Slides)		3	15.0	"
5 - Drawer Card (<u>5X8</u> size card; <u>50</u> inches per drawer)		1	13.0	"
- Drawer Card (_____ size card; _____ inches per drawer)				
OTHER (describe) Four Drawer Safe - Combination each drawer		2	20.0	"
CABINETS			TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		11	110.0	Sq Ft
5 Drawer (correspondence)	(-) 10	24	240.0	"
Map Cabinet Sections	(-) 8			
Map and Plan File				
Kardex (_____ Slides)				
Safe-T-Stack Units				
10 - Drawer Card (<u>3X5</u> size card; <u>50</u> inches per drawer)	(-) 12	7	56.0	"
7 - Drawer Card (<u>5X8</u> size card; <u>50</u> inches per drawer)	(+) 1	15	126.0	"
OTHER (describe)				
Storage Cabinets				
		33	410.0	"

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type	36	161	6	1,880	Sq Ft 5,640 -1,210
Book Case Sections	33	26	3,4,5	64	176-166.0
Tape shelves					
Conserv-A-File (roll out units)	36	66	6	264	792- 838.0
Conserv-A-File-V (XXXXXX) Roll out Units	42	8	6	48	168- 90.0
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
6 Rotary Card Files(Motorized) 3X5 Cards					
Disposed					
Total Sq Feet occuppied by Equipment					4,774

REMARKS:

Include number of secure and vault areas in which records are stored 9

Inventory of Reproduction Machines

Ditto Machine (515A Key)	-- -- --	1
Memograph Machine (515A Key)		1
Thermofax (1016 Key)		1
Xerox Machines		
No. 660 (303 Key)		1
2400 (11th Floor Key)		1
3600 (416 Key)		1
4000 (1111 & 1011 Key)		2
Microfilm - Reader-Printer (414 and 1014)		3
Reader (1106)		1
Total		12

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